



Classification: CVO Training Coordinator
Title Code: V07731
Pay Range:

Immediate Supervisor: Division Director, Commercial Vehicle Enforcement Division

Position Supervised: As assigned

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the company director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This position will consist of developing, scheduling and coordinating courses relative to Commercial Vehicle Enforcement (CVE) laws, rules, and Federal Motor Carrier Safety Administration (FMCSA) regulations. The employee will conduct CVE In-Service and recruit training for the Patrol and may conduct training for outside agencies and industry. The employee must exercise independent judgment and initiative in the performance of assigned duties. The immediate supervisor will provide general supervision to ensure compliance with established division and departmental rules, policies and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Resolves inspection report challenges from the motor carrier industry, via the FMCSA Data Q website.

Manages the trip permit distribution and accounting process for all troops and portable units throughout the state. Trip permit audits will be conducted at the end of each fiscal year and may include audits requested by or in conjunction with the Missouri Department of Transportation and the Treasures Office.

Manages the Commercial Vehicle Safety Alliance Inspection Decal Program. This program involves issuing CVSA decals quarterly to all Patrol Level I certified inspectors. All used and returned inspection decals will be tracked by established accounting methods.

Interprets and explains the provisions of the State and Federal Motor Carrier Safety laws, rules and regulations reference enforcement in-person or via telephone inquiries from commercial operators, terminal personnel, and the motoring public.

Plans, coordinates and implements the basic North American Standard Training for new commercial vehicle enforcement personnel.

Develops and schedules the required CVE Annual In-Service training.

Assists in the development or revision of departmental policy related to the functions, services and procedures of the CVE Division.

Makes regular trips to troop headquarters, satellite stations, weigh stations and portable scale operations throughout the state and monitor the performance of personnel, inspects facilities and equipment, identifies problems and training needs and notes any desirable changes in operating procedures relating to commercial vehicle enforcement operations.

Keeps field personnel informed concerning laws, rules and regulations relating to commercial vehicles and assists in the development, publication and maintenance of the CVE Operations manual.

Reviews periodicals, federal regulations and operations manuals in order to maintain current knowledge in the CVE field (e.g., interstate and intrastate trucking requirements, commercial drivers' license requirements, etc.); ensures that changes are communicated to appropriate staff via channels.

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Represents the division at various special events, meetings and conferences; provides presentations to schools, public service organizations, or other interested groups; disseminates brochures and/or other educational materials reference CVE and answers questions.

Performs job related travel.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Patrol policies and procedures to include, but not limited to commercial vehicle enforcement.

Advanced knowledge of the Federal Motor Carrier Safety regulations and state laws pertaining to commercial vehicle enforcement.

Ability to coordinate, schedule and instruct courses on CVE rules and regulations.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to utilize problem-solving skills, exercise judgment and make decisions in the performance of job duties.

Ability to gather, assemble, correlate and analyze facts to be incorporated into a report of commercial vehicle inspection results and enforcement action(s) taken.

Ability to maintain required CVSA Inspection Certifications.

Ability to perform physical law enforcement tasks and properly use pepper mace, handcuffs and assigned firearms.

Ability to comprehend, communicate and enforce state and federal laws governing commercial vehicles.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain harmonious working relations with others.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to communicate thoughts and concepts orally and in writing.

Ability to recertify with duty weapon as required.

Ability to understand and follow written and oral instructions.

Ability to position self and equipment under, in, around, and over vehicles and cargo being inspected.

Ability to work hours as assigned.

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MINIMUM EXPERIENCE AND EDUCATION REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Must possess a high school diploma or GED.

Must currently hold the classification of CVO.

NECESSARY SPECIAL REQUIREMENTS

Must obtain or possess required CVSA Inspection Certifications.